

NAVSTABREMINST 1336.1A
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3 Oct 00

NAVAL STATION BREMERTON INSTRUCTION 1336.1A

From: Commanding Officer, Naval Station Bremerton

Subj: SPECIAL REQUEST PROCEDURES FOR ENLISTED PERSONNEL

Ref: (a) MILPERSMAN

Encl: (1) Special Request Chit Routing Guide

1. Purpose. To set forth the policy and procedures governing the use of Special Request/Authorization Forms (NAVPERS 1336/3) by enlisted personnel.

2. Cancellation. NAVSTABREMINST 1336.1.

3. Discussion. The special request chit provides military personnel a means of informing the chain of command of needs and/or desires and provides the chain of command a means of recommending approval or disapproval based upon the individual's qualifications, performance, and needs of the command.

a. Enclosure (1), the special request chit routing guide, will be used as follows:

(1) Routine requests will be submitted at least three working days in advance of the required action.

(2) Request Mast chits will be processed so the Executive Officer has the request for approval within 48 hours (excluding weekends/holidays) after the request is originated. The Commanding Officer will see the individual within 72 hours of the request. All personnel in the direct chain of command will attempt to resolve the individual's issues before the chit reaches the Commanding Officer. Each endorser is responsible to ensure the special request chit reaches the Commanding Officer and Executive Officer within the prescribed time frame.

(3) Requests for exchange of duty will be made only between persons qualified to stand each other's watch. Exchange of duty will be for a full day only. Exchanges for portions of a day will be approved on an emergency basis only. Requests will be submitted two working days in advance of the requested day of exchange and include the cognizant watch bill coordinator or senior watch officer in the routing.

4. Action

a. Originator. Submit a legible chit with an appropriate number of copies via the chain of command. Ensure all necessary reference or background material is provided. The originator will keep a copy of the entire package and retain a copy of the first level supervisor's notation of receipt. The originator is responsible for notifying the chain of command if no response is received within the processing time described in paragraph 3.e below.

b. Submission of Requests. Special requests will include the original and three copies. One copy will remain on file in the department for 90 days from date of request, and the original will be returned to the member via the chain of command. Administrative Services Office (ASO) will retain copies of all disapproved special requests signed by the Executive Officer or Commanding Officer, for one year, and all approved special request chits for 90 days.

c. Endorsement of Requests. The first person to receive a chit will:

(1) Note date and time of receipt of a special request chit.

(2) Provide a copy of the chit with that annotation to the chit originator.

All other personnel endorsing requests will sign and date, recommending approval or disapproval, before forwarding the chit to the next approving authority. Endorsers will include a brief statement of the reason for approval/disapproval before forwarding the chit to the next endorser.

d. Disapproved Requests. The Commanding Officer retains final authority for disapproval of all request chits.

e. Processing Time. Normal processing of all special request chits concerning special liberty, special programs, etc., should be completed within 72 hours (excluding weekends and holidays). The chain of command will establish internal procedures to track special requests and ensure the requester is provided feedback on the final disposition of the request under this paragraph. Timely processing of requests requires all members of the chain to be thoroughly familiar with the

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applicable regulations regarding the request and to supply amplifying information regarding member's eligibility for the request, as appropriate, to preclude questions/delays as the request progresses through the chain.

f. Career Progression Programs. All chits concerning reenlistment, extensions, Professional Development Board, education programs, separations, and officer accession programs will be routed first to the Command Career Counselor (CCC). The CCC will ensure the member is qualified for the program he/she is requesting before the chit is forwarded up the chain of command. After final disposition of the request, it will be returned to the CCC for appropriate action.

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